



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #25, Exercise as Corrective/Reinforcement Training by MTOC Instructors

1. References:

- a. FM 21-10, 30 Sep 93, Physical Fitness Training
- b. AR 350-41, 19 Mar 93, Training In Units
- c. TRADOC Reg 350-6, 12 Dec 99, IET Policies and Administration
- d. FLW Reg 350-6, 1 Dec 99, IET Policies and Administration

2. The purpose of this letter is to provide Motor Transport Operator Course (MTOC) Instructors guidelines for administering corrective exercises for Initial Entry Training (IET) soldiers in training while assigned to the 58th Transportation Battalion. Soldiers identified by an Instructor as disruptive, uncooperative, or hindering training is subject to corrective training.

3. MTOC Instructors are responsible for ensuring that exercises given for corrective training do not become a tool for abuse. Exercises will be used to correct inappropriate behavior only and will be executed quickly in order to keep soldiers-in-training focused on training. Excessive use of exercises as corrective action will not be tolerated. The Commander will make the final determination on whether excessive use of exercises occurred.

4. PROCEDURES:

a. Guidelines for corrective training are as follows: Corrective/Reinforcement training will comply with exercises listed in FM 21-20. As a rule exercises will be limited to: Push-ups, Flutter Kick, and Sit-Ups. Instructors will use common sense and fairness when issuing corrective training. No more than 8-12 repetitions of one exercise are authorized. Instructors must take safety into consideration and a soldier's physical limitations (i.e. profiles) before giving a soldier corrective training.

ATSN-CBC

SUBJECT: Policy Letter #25, Exercise as Corrective/Reinforcement Training by MTOC
Instructors

b. Instructors will inform Branch Chiefs of soldiers given corrective training; this information will serve as a means of identifying undisciplined soldiers. Class Drill Sergeants will be informed of repeat offenders and complete the necessary counseling statements upon returning to their units. At no time will soldiers-in-training receive unfair, or harassing, treatment.

c. No instructor will administer exercise as corrective training until they have read and understand this policy letter.

5. Leaders throughout the Battalion are responsible for ensuring compliance with this policy letter, and will conduct immediate on the spot corrections in any situations where violations occur.

Robert T. Hixon
LTC, TC
Commanding